***VOCATIONAL SKILLS RECORD WILSON WORKFORCE CENTER***

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| Student's Name | PID# Entry Date | Performance Scale  1 - unattempted  2 - attempted not tested  3 - less than competent (unsatisfactory)  4 - competent (satisfactory)  5 - exceeds competency | | | | | | |
|  | |
| Vocational Objective Exit Date | |
| ***AUTO MECHANICS***  ***AUTO SERVICING TECHNICIAN*** | |
| O\*NET-SOC 49-3093.00 | | Grade Period | | | | | | |
| Course Hours: 500 | |  |  |  |  |  |  |  |
| SKILLS (Page 1 of 3) | | 1 | 2 | 3 | 4 | 5 | 6 | FINAL |
| **SUPPLEMENT A: STUDENT BEHAVIORS** | |  |  |  |  |  |  |  |
| A1.1 Demonstrate ability to work independently. | |  |  |  |  |  |  |  |
| A1.2 Demonstrate ability to work safely. | |  |  |  |  |  |  |  |
| A1.3 Demonstrate appropriate interpersonal skills. | |  |  |  |  |  |  |  |
| A1.4 Follow written and/or verbal instructions. | |  |  |  |  |  |  |  |
| A1.5 Maintain good personal hygiene. | |  |  |  |  |  |  |  |
| A1.6 Maintain good appearance. | |  |  |  |  |  |  |  |
| A1.7 Demonstrate ability to be punctual and dependable. | |  |  |  |  |  |  |  |
| **TIRES** | |  |  |  |  |  |  |  |
| 2.1 Demonstrate the ability to read and interpret information on a tire sidewall. | |  |  |  |  |  |  |  |
| 2.2 Demonstrate the ability to install tires using an air-powered tire changer. | |  |  |  |  |  |  |  |
| 2.2a Remove and Replace Hubcap | |  |  |  |  |  |  |  |
| 2.2b Identify appropriate impact socket | |  |  |  |  |  |  |  |
| 2.2c Identify appropriate tire rotation pattern. | |  |  |  |  |  |  |  |
| 2.2d Read and use torque wrench. | |  |  |  |  |  |  |  |
| 2.2e Tighten lug nuts using proper tightening sequence. | |  |  |  |  |  |  |  |
| 2.2f Read tire pressure gauge. | |  |  |  |  |  |  |  |
| 2.2g Dismount the tire. | |  |  |  |  |  |  |  |
| 2.2h Mount the tire. | |  |  |  |  |  |  |  |
| 2.2i Mount tire with customer preferred side facing out (white wall/black wall) | |  |  |  |  |  |  |  |
| 2.2j Replace stem. | |  |  |  |  |  |  |  |
| 2.2k Inflate tire to appropriate level. | |  |  |  |  |  |  |  |
| 2.3 Demonstrate the ability to balance a wheel using an electronic  balancer. | |  |  |  |  |  |  |  |
| 2.3a Identify the right wheel arbor to be used on assorted rims. | |  |  |  |  |  |  |  |
| 2.3b Enter the appropriate specifications as indicated by information off the side wall of the tire. | |  |  |  |  |  |  |  |
| 2.3c Identify the appropriate weight to be used | |  |  |  |  |  |  |  |
| 2.3d Identify the appropriate location of weight. | |  |  |  |  |  |  |  |
| 2.3e Read common decimals (.25, .50, etc.) | |  |  |  |  |  |  |  |
| 2.3f Convert common fractions to decimals & vice versa. | |  |  |  |  |  |  |  |
| 2.4 Demonstrate the ability to repair a tubeless tire. | |  |  |  |  |  |  |  |
| 2.4a Repair tire using an inside patch. | |  |  |  |  |  |  |  |
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| O\*NET-SOC 49-3093.00 | |
| Course Hours: 500 | | Grade Period | | | | | | |
| SKILLS (Page 2 of 3) | |  |  |  |  |  |  |  |
|  | | 1 | 2 | 3 | 4 | 5 | 6 | FINAL |
| **LUBRICATION** | |  |  |  |  |  |  |  |
| 3.1 Demonstrate the ability to determine the viscosity of engine  Oil. | |  |  |  |  |  |  |  |
| 3.2 Demonstrate the ability to determine the appropriate oil filter. | |  |  |  |  |  |  |  |
| 3.3 Demonstrate the ability to identify the appropriate quantity of replacement oil. | |  |  |  |  |  |  |  |
| 3.4 Demonstrate the ability to distinguish between standard and  synthetic oils. | |  |  |  |  |  |  |  |
| 3.4a Does not mix standard and synthetic oils. | |  |  |  |  |  |  |  |
| 3.4b Demistrate how to determine what oil a car uses standard or synthetic oil. | |  |  |  |  |  |  |  |
| 3.5 Demonstrates the ability to identify, remove, and replace oil  drain plug. | |  |  |  |  |  |  |  |
| 3.6 Demonstrates the ability to accurately check related auto  systems when performing an oil change. | |  |  |  |  |  |  |  |
| 3.6a Identify and Grease grease fittings. | |  |  |  |  |  |  |  |
| 3.6b Identify and check differential. | |  |  |  |  |  |  |  |
| 3.6c Identify and check transfer case. | |  |  |  |  |  |  |  |
| 3.6d Identify and check transmission fluid. | |  |  |  |  |  |  |  |
| 3.6e Identify and check power steering fluid. | |  |  |  |  |  |  |  |
| 3.6f Identify brake pads. | |  |  |  |  |  |  |  |
| 3.6g Identify and check coolant level. | |  |  |  |  |  |  |  |
| 3.6h Identify and check washer fluid levels | |  |  |  |  |  |  |  |
| 3.6i Identify and check belts | |  |  |  |  |  |  |  |
| 3.6j Identify and check hoses. | |  |  |  |  |  |  |  |
| 3.6k Identify and check exhaust system components | |  |  |  |  |  |  |  |
| 3.6l Identify and check CV boots | |  |  |  |  |  |  |  |
| 3.6m Identify brake shoes. | |  |  |  |  |  |  |  |
| 3.6n Clean battery terminals. | |  |  |  |  |  |  |  |
| 3.6o Identify spark plug wires. | |  |  |  |  |  |  |  |
| 3.6p Identify and check shocks. | |  |  |  |  |  |  |  |
| 3.6q Check tires tread for excessive wear. | |  |  |  |  |  |  |  |
| 3.7 Demonstrates the ability to accurately fill out an oil  sticker. | |  |  |  |  |  |  |  |
| 3.7a Accurately records date. | |  |  |  |  |  |  |  |
| 3.7b Accurately records current mileage. | |  |  |  |  |  |  |  |
| 3.8 Demonstrates the ability to independently perform complete  oil service within 30 to 45 minutes. | |  |  |  |  |  |  |  |

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| SKILLS (Page 3 of 3) | |  |  |  |  |  |  |  |
|  | | 1 | 2 | 3 | 4 | 5 | 6 | FINAL |
| 4.0 Checking and adjusting the Maintenance Monitor Computer in vehicle | |  |  |  |  |  |  |  |
| 4.0 a. Determine if a vehicle has a Maintenance Monitor | |  |  |  |  |  |  |  |
| 4.0 b. Use All Data to find steps to reset Maintenance Monitor. | |  |  |  |  |  |  |  |
| 4.0 c. Follow Directions and reset Monitor | |  |  |  |  |  |  |  |
| 5.0 Use of a Multimeter | |  |  |  |  |  |  |  |
| 5.0a Describe what a multimeter is used for | |  |  |  |  |  |  |  |
| 5.0b Demonstrate ability to measure DC voltage | |  |  |  |  |  |  |  |
| 5.0c Demonstrate the ability to measure Amps. | |  |  |  |  |  |  |  |
| 5.0d Demonstrate the ability to measure Resistance, | |  |  |  |  |  |  |  |
| 5.1 Demonstrate how to use of a wiring diagram | |  |  |  |  |  |  |  |
| 5.1a Follow the Pos. battery flow on a wiring diagram | |  |  |  |  |  |  |  |
| 5.1b Follow the ground path on wiring diagram. | |  |  |  |  |  |  |  |
| 5.1c Identify common symbols in a standard car diagram. | |  |  |  |  |  |  |  |
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| **Revised 7/2017** | |  |  |  |  |  |  |  |